

## Rebuild Michigan Energy Services Workshop & Event Financial Assistance

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**Purpose:** The purpose of this funding opportunity is to support regional workshops or events that increase agency and facility manager awareness about energy efficiency in public buildings. Lighting, water conservation, building controls, heating, ventilation and air conditioning (HVAC) and transportation are all examples of components of a facility that could be upgraded, repaired and/or maintained to reduce energy consumption and save money.

**Funding:** The maximum award for each workshop or event is \$2,500. Rebuild Michigan Workshop and Event funds will be awarded on a first come, first serve basis until September 1, 2006 or until all money is distributed, whichever occurs first.

**What Workshops or Events Are Eligible?** All workshops/events must take place in Michigan and occur between October 1, 2005 and September 1, 2006. The target audience may include facility managers, supervisors, educators, business officials, superintendents, or other relevant groups. The project should not be geared toward the general public. A significant portion of the workshop or event must be related to energy technologies, designs or retrofits which deal mainly with energy efficiency/conservation that could be implemented in public buildings. Sessions or presentations within another conference or workshop are not eligible for funding.

**Who Can Apply?** Public entities and non-profit organizations are eligible to submit proposals. An organization may receive funding for no more than two separate workshops/events.

**Application Requirements:** To be considered for funding, an application must be submitted ***at least 30 days prior*** to the planned event and must include the information outlined below. An original signature copy plus two additional hard copies and one electronic copy of each application must be submitted to the Energy Office. An official who is authorized to negotiate and bind the applicant to its provisions must sign the proposal.

### **Required Information:**

- 1) Identification of applicant organization (including federal ID number) and project partners.
- 2) Brief description of the workshop/event, including estimated number of attendees.
- 3) Plans for promotion (website postings, mass mailings, newsletter, etc.) The Michigan Department of Labor & Economic Growth, Energy Office should be listed as a sponsor in all promotional materials and articles.
- 4) Plans for evaluating the workshop/event and reporting the feedback to the Energy Office.
- 5) Amount requested and justification for amount, including what the funds will be used for (funds cannot be used for food/beverages or for speaker fees.) as well as any leveraged funds.

### **Submit to:**

Brandy Minikey  
Energy Office  
611 West Ottawa, 4th Floor  
P.O. Box 30221  
Lansing, MI 48909  
[bjminik@michigan.gov](mailto:bjminik@michigan.gov)

Applicants will be notified whether they will receive sponsorship funds by letter. Funds will be dispersed only on a ***reimbursement*** basis. Applicants agree to submit an invoice with a brief summary of outcomes of the workshop or event within 10 business days after it has occurred.

**Questions?** Contact Brandy Minikey at (517) 241-8235 or by email at [bjminik@michigan.gov](mailto:bjminik@michigan.gov).